
III. GENERAL PROPOSAL INFORMATION

A. Who May Apply

1. Any public or private organization capable of conducting population research studies to determine tobacco use behavior and attitudes of the California AI/AN communities. Applicants must be able to:
 - a. Demonstrate capacity in data collection, data management, research quality control procedures, and in providing well written analysis documents that pass scientific review or scrutiny.
 - b. Demonstrate prior experience in conducting special population research studies.
 - c. Demonstrate an understanding of the cultural, geographic, and socio-economic issues involved in the study of AI/AN populations.
 - d. Demonstrate a history of completing population research studies and reports on-time.
2. Applicants may apply for these funds as a single organization or as a consortium. Consortium proposals are to consist of a primary contractor accountable for overall management, administration, and coordination of the complete project and supervision of one or more key subcontractors.
3. Any agency, with the exception of universities and colleges, that receives funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company, during the term of the contract, is **not eligible** for funding under this RFP. Agency certification to this effect is required on Attachment 6. A fillable electronic form is available at <http://www.dhs.ca.gov/tobacco/html/funding.htm>, RFP 06-55456, Supplemental Materials. See Appendix A for partial list of the tobacco company subsidiaries.

With regard to universities and colleges, any Principal Investigator (PI), or any investigator associated with this contract, who within the last five years from the start date of the contract period, or during the term of the contract, receives or has received funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company, is **not eligible** for funding under this RFP. The PI's certification is required on Attachment 6. A fillable electronic form is available at <http://www.dhs.ca.gov/tobacco/html/funding.htm>, RFP 06-55456, Supplemental Materials. See Appendix A for a partial list of tobacco company subsidiaries.

B. Contract Period and Funding Levels

1. A maximum of \$750,000 is estimated to be available for this RFP. One (1) contract will be awarded for a twenty-four (24) month term beginning July 1, 2007 and ending June 30, 2009. Proposals submitted must include a SOW and budget justification for the entire twenty-four (24) months. Project SOW and budgets must coincide with State fiscal years (FYs), July 1 through June 30.
2. Funding for this contract is dependent upon the availability of revenues from the Prop 99, Cigarette and Tobacco Surtax Fund. If there are revisions in legislative mandates, court action, or other administrative changes affecting the project, the SOW and budget parts shall be changed to comply with these actions. The contract may be terminated with or without cause by CDHS/TCS upon a 30-day notice to the prime contractor.

C. Reservation of Rights

1. CDHS/TCS reserves the right to fund any or none of the applications submitted in response to this RFP. CDHS/TCS may also waive any immaterial deviation in any application. CDHS/TCS waiver of any immaterial deviation(s) shall not excuse an application from full compliance with all contract terms if a contract is awarded.
2. CDHS/TCS reserves the right to withdraw any award if an acceptable SOW, Budget and Budget Justification, and other CDHS/TCS required documents are not received by CDHS/TCS within 45 calendar days of being negotiated by CDHS/TCS and the awardees.
3. Expenses associated with preparing and submitting applications in response to this RFP are solely the responsibility of the applicant agency and will not be reimbursed by CDHS/TCS.
4. CDHS/TCS reserves the right to withdraw any award or negotiate the SOW, budget, and budget justification or any proposed activity or proposed project components.
5. Awardees must have appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

D. Contract Terms and Conditions

Contract terms and conditions will be posted on the following website:
<http://www.dhs.ca.gov/tobacco/html/funding.htm>, RFP 06-55456 Supplemental Materials. Changes to this language will not be negotiated during the RFP process nor with awarded agency.

Intellectual Property Rights

The State shall be the owner of all rights, title, and interest in, but not limited to, the copyright to any and all works created, produced, or developed under a contract awarded from this RFP, whether published or unpublished. If successful in this RFP, contractors must comply with the Intellectual Property Rights language. Changes to this language will **not** be negotiated at any time during the RFP process nor with the awarded contractor. See Appendix B for the Intellectual Property Rights contract language.

E. RFP AVAYA® Information Web Meeting and Teleconference

CDHS/TCS has scheduled an Information Meeting for the purpose of reviewing the RFP with agencies who are interested in submitting an application. The information meeting will **not** be an in-person, on-site meeting. Rather, the information meeting will be a combined internet and conference call utilizing Avaya®, a visual and interactive meeting software, and your local phone line.

Agencies who wish to attend the information meeting must have access to a personal computer with an internet connection and phone line.

The information meeting will also be password protected. Agencies must contact the CDHS/TCS Webmaster no later than **5 p.m. on December 1, 2006**, and request an Avaya® user password and Avaya® access instructions.

The CDHS/TCS Webmaster can be contacted at webmaster@tcspartners.org or by phone at (916) 449-5500.

Any costs incurred by those attending the information meeting are the sole responsibility of the attendees and will not be reimbursed by CDHS/TCS.

The information meeting is scheduled for:

**Tuesday
December 5, 2006
1:30 p.m. to 4 p.m.**

F. Proposal Submission Requirements

1. Letter of Intent

For the purpose of planning the RFP review process, all interested organizations are requested to submit a letter notifying CDHS/TCS of their intent to submit a proposal. This letter is not binding. Agencies who submit a letter of intent may elect not to submit a proposal. Submit one (1) signed letter of intent by **December 15, 2006**. The letter of intent should be prepared on the primary agency's letterhead, signed by the agency's Director or official signature authority, and state the following:

- a. The name and number of the RFP under which the proposal will be submitted; and,
- b. The estimated amount to be requested.

Email documents will not be accepted.

Mail or FAX the letter to:

Attention: Marjorie Rogers
California Department of Health Services
Tobacco Control Section
MS 7206
P.O. Box 997413
Sacramento, CA 95899-7413
FAX: (916) 449-5505

Clearly indicate on the outside of the mailing envelope or the FAX transmittal sheet, "American Indian/Alaskan Native Rural California Tobacco Use Survey RFP 06-55456."

2. Proposal Submission

NOTE: All applicants agree by submitting a proposal that CDHS/TCS is authorized to verify any and all claimed information. All proposals received by CDHS/TCS are subject to the provisions of the "California Public Records Act" (Government Code Section 6250 et seq.) and are not considered confidential after completion of the selection process.

Submit one (1) signed original (clearly marked "original") and eight (8) copies of the entire proposal. Proposals and all required copies must be received at the CDHS/TCS office by **5 p.m. on January 25, 2007**.

- **FAX copies will not be accepted.** It is the sole responsibility of the applicant to ensure that CDHS/TCS receives the required number of copies of the proposal by the deadline.

- A late or an incomplete proposal will be considered non-responsive and will not be reviewed for funding.
- No changes, modification, corrections, or additions may be made to the proposal once it is received.

Mail or deliver completed proposals to CDHS/TCS, and clearly indicate **"American Indian/Alaskan Native Rural California Tobacco Use Survey RFP 06-55456"** on the outside of the package or mailing envelope.

Regular Mail, U.S. Postal Service Delivery Address: (No overnight/private shipping)

Attention: Marjorie Rogers
California Department of Health Services
CDIC/Tobacco Control Section
MS 7206
P.O. Box 997413
Sacramento, CA 95899-7413

Hand Delivery or Private Shipping Company (UPS, FedEx) Address:
(No U.S. Postal mail delivery)

Attention: Marjorie Rogers
California Department of Health Services
CDIC/Tobacco Control Section
MS 7206
1616 Capitol Avenue, Suite 74.516
Sacramento, CA 95814

G. Proposal Review Process

1. Review for Compliance with RFP Requirements

Proposals will be date and time stamped upon receipt at CDHS/TCS. Each proposal **received at CDHS/TCS by 5 p.m., on January 25, 2007**, will be reviewed for compliance with the instructions provided in the RFP. Proposals that do not comply with the RFP requirements will be considered non-responsive and excluded from the review. Omission of any required document or form, failure to use the required formats, or failure to respond to any requirement may lead to the rejection of the proposal prior to peer review. CDHS/TCS reserves the right to waive any deviations it considers to be immaterial. This waiver shall not excuse a proposal from full compliance with contract terms and conditions, if a contract is awarded.

2. Review Scoring and Funding Consideration

a. Proposal Scoring

Proposals will be evaluated by a committee assembled by CDHS/TCS. The Committee may include representatives of CDHS/TCS or other State and county agencies, State epidemiologists, and survey research experts.

Proposals will be scored on a scale of 0 to 150 points. The maximum point value of each section is as follows:

(1) Agency Capability	35 points
(2) Project Narrative (60 points total)	
• Sampling Plan	20 points
• Data Collection Plan	25 points
• Analytic Plan	15 points
(3) SOW	25 points
(4) Budget Justification/Budget	<u>30 points</u>

Total Points	150 points
---------------------	-------------------

3. Contract Award

- a. The contract will be awarded to the organization's RFP proposal which earns the highest total score above 105 points. CDHS/TCS will release the award decision on **February 28, 2007**.
- b. In the event that CDHS/TCS is unable to negotiate and award a contract to the organization with the highest total score above 105 points, CDHS/TCS reserves the right to negotiate and award a contract to an organization that has met all the requirements specified in the RFP and attained the next highest score.
- c. In the event the contract is not accepted by the organization with the highest score; and/or a contract is awarded to the organization with the highest score and later terminated; CDHS/TCS may negotiate and enter into a contract with the organization having the next highest score for the performance of any remaining contract tasks and activities.
- d. **Optional Oral Interviews:** CDHS/TCS reserves the right, at their sole discretion, to conduct oral interviews with the top ranking organization to establish the capability of the staff to complete the RFP requirements. If CDHS/TCS decides to conduct oral interviews, scoring criteria and instructions will be sent under separate cover to the qualifying organization. If conducted, the oral interview will be the basis of further consideration of contract award and negotiations.

4. Consensus Review Tool Summary

Upon written request to CDHS/TCS, those submitting proposals may receive the consensus review tool summary page which provides the score and overall strengths and weakness of their proposal.

H. Appeal Process

Only those agencies that submit a proposal consistent with the requirements of the RFP and are not selected may appeal. There is NO appeal process for proposals that are submitted late, non-compliant, or incomplete. Agencies may not appeal their funding level. Letters appealing the final proposal selection must be **received no later than 5 p.m. on March 9, 2007, at the address indicated**. (FAX copies are acceptable).

Appeals shall be limited to the grounds that CDHS/TCS failed to correctly apply the standards for reviewing the proposal in accordance with the RFP. The appellant must file a written appeal, which includes the issue(s) in dispute, the legal authority or other basis for the appellant's position, and the remedy sought.

Email letters are not acceptable. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief or designee
Division of Chronic Disease and Injury Control
California Department of Health Services
MS 7200
P.O. Box 997413
Sacramento, CA 95899-7413
FAX: (916) 449-5505
Appeal RFP 06-55456

Clearly indicate "American Indian/Alaskan Native Rural California Tobacco Use Survey RFP 06-55456" on the outside of the mailing envelope or FAX transmittal sheet.

At his sole discretion, the Chief of the Division of Chronic Disease and Injury Control, or his designee, may hold an appeal hearing with each appellant. A decision will be made, either based on the combination of the written appeal letter, and the evidence presented at the hearing, or based on the written appeal letter if no hearing is conducted. The decision of the Chief of the Division of Chronic Disease and Injury Control, or his designee, shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within 15 working days of their hearing date, or the consideration of the written appeal letter, if no hearing is conducted.

I. **Contract Negotiation**

Following the contract award notification, contract negotiations will occur with the potential contractor in a timely manner. CDHS/TCS reserves the right to reject and/or modify any proposed SOW activity or component(s). Following contract negotiations, the contractor is required to submit a detailed SOW, Budget, and Budget Justification in accordance with CDHS/TCS requirements, which will become part of the formal contract. The complete contract will then be sent to the contractor for final approval and signature. Upon completion and approval from the contractor, the agreement documents will be sent to the State for approval and execution. Work shall commence only after the contract has been fully approved and executed by both parties.

J. **Tentative Timeline**

November 9, 2006	Release of RFP
December 1, 2006	Avaya® Password
December 5, 2006	Information Meeting: Avaya® Internet and Conference Call
December 15, 2006	Letters of Intent due by 5 p.m.
January 25, 2007	Proposals due by 5 p.m.
February 28, 2007	Award decision posted
March 9, 2007	Appeal deadline
July 1, 2007	Contract period begins
June 30, 2009	Contract period ends